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JTR

113

Executive Assistant to DCI

Document No.

097

29 May 1953

Director of Training

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 26/01/78 By: 008

Weekly Summary Report

1. The Director of Training proposed to the CIA Career Service Board that it review and approve a statement of training policies related to the Agency's Career Service Program in order that the function of training might be exercised more directly as an integral part of the career service in the Agency. The policies were concerned with: individual qualifications requisite to training, and selection of individuals by the DCI upon recommendation of the CIA Career Service Board for training in the development of high-level executive, policy, and planning skills. For all other types of training, either inside the Agency or at external facilities, selection will be made by the Director of Training.

The statement was approved by the Career Service Board with the following modifications: (1) policies to be limited to training at non-CIA facilities; (2) training to be provided normally, but not exclusively, to career employees; (3) requests for training, including the Department of Defense schools and colleges, must have the endorsement of the Office Head or Staff Chief in order to be considered by the Director of Training; and (4) utilization of personnel within the Agency upon completion of training to be determined prior to training.

2. At the request of the [ ] Staff, a program of on-the-desk training has been established for specially qualified and assessed Junior Officer Trainees over an approximately one-year period. The course has been carefully outlined by the [ ] Staff and will include extensive selected readings, indoctrination in the activities of each division, screening of current intelligence publications and cables, debriefings of personnel, and assigned projects. All activities will be directly supervised by an officer assigned to this task.

3. Fifty-one employees will attend the graduate program on the USSR at the [ ] (21 June to 21 August). About forty will be full-time students taking the equivalent of about fourteen credit hours.

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4. [ ] has asked OTR to consider the feasibility of surveying its [ ] offices with a view to recommending comprehensive, long-range training programs. An initial pilot survey will be made [ ] during July. It is hoped that techniques may be developed that can be used in surveying not only other [ ] offices but also any component of the Agency in Headquarters or abroad.

5. Arrangements have been completed for conduct within the Agency of a 3-month course of intensive, introductory Japanese. This is the first step in a 2-year program of Japanese language and area study. Five students are enrolled. This stage has been made possible through the cooperation of [ ] who will instruct the class.

6. On 1 June, the Office of Training will begin a 4-week intermediate course designed to meet the requirements of OSI analysts. The program of the course has been developed by representatives of the Office of Training in consultation with OSI. The members of the school staff and qualified specialists from OSI and TSS will participate.

7. The Language Services Division of the Office of Training has been requested by the IE Division of DD/P to supply training materials in the German language for use by personnel stationed in [ ]

8. Arrangements are being finalized with OSI and OAR for the development of external Russian training programs to be conducted at [ ]. This program is to begin 15 June and is designed to meet the increasing requirements for this language placed on the Office of Training by other components of the Agency.

9. [ ]



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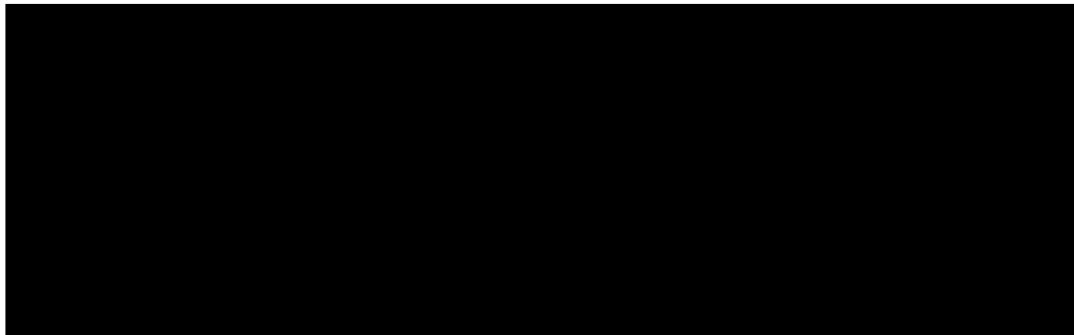
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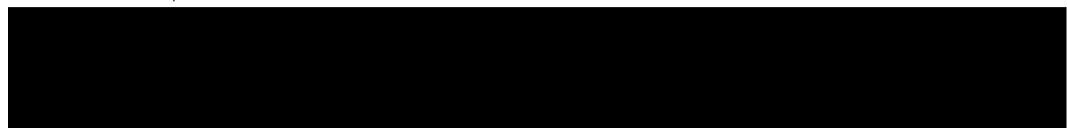
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13. Communist Party Operations Course #14 began on 25 May with 19 full-time students.

Advanced Operational Security Course #4 for senior staff personnel and returnees from overseas has been completed. Among those enrolled in the course was [REDACTED]

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The large demand for Phase 3 (Advanced Operations) has necessitated adding an extra session of this course for from 6 to 24 July.

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14. [REDACTED]

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Removal [REDACTED] of all equipment, clothing and supplies earmarked for recovery by the Agency was completed on 26 May 1953. Of the items recovered, some were surplus to the needs of OTR. Such items were turned in [REDACTED] (None of the items so turned in has any identification with the project.) Items to be retained by OTR are being [REDACTED] transferred to [REDACTED]

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15. As of 29 May 1953, 176 CIA personnel are enrolled in TRS training courses, 312 in TRG courses, and 262 in external training, making a total of 750 in training programs under the jurisdiction of the Office of Training as a whole.

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FOR MATTHEW BAIRD

cc: DD/P  
DD/I  
AD(Commo)

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